



The Town of Leesburg

DEPARTMENT OF PLANNING, ZONING AND DEVELOPMENT

FINAL SUBDIVISION PLAT CHECKLIST		LMIS #
Project Name		Submission #
Reviewed By	Reviewer Phone #	Reviewer E-mail Address
Plan Dated	Plan Received	Plan Review Completed
PIN #		

Reference	Description	OK	No	Not Applicable	Comments
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Subdivision and Land Development Regulations

Application Filing Information

13-60.b.1	Completed land development application <i>if not received with construction drawings</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13-60.b.2	Plat; 5 copies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13-60.b.3	Fee(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3.1.7 (ZO)	Delinquent taxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Conformance with Approved Preliminary Plat

13-60.a	Conformance with preliminary plat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Proffer or special exception condition compliance letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

General Information

13-61.c.1.a.	Name of subdivision, town, county, & state	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13-61.c.1.b.	Names and addresses of owners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13-61.c.1.c.	Names of any holders of easements or liens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13-61.c.1.d.	Professional preparing the plan; name, address, signature and registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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13-61.c.1.e.	Date plat was drawn and date of any revision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13-61.c.1.f.	Vicinity map.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13-61.c.1.g.	Boundary survey with 4 tick marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13-61.c.1.h.	Proposed use of the area being subdivided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13-61.c.1.i.	Covenants & restrictions that run with the land.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13-61.c.1.j.	Statement regarding removal of obstructions in easements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13-61.c.1.k.	Surveyors Certificate including reference to chain of title.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Project Tabulations

13-61.c.2.a.	Total area; nearest 1/1000 acre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13-61.c.2.b.	Data for all curves along the street frontages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13-61.c.2.c.	Setback & yard requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Existing Conditions

13-61.c.3.a.	Adjoining recorded subdivision plats & adjoining unplatted land with owner's name.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13-61.c.3.b.	Location of corporate limit line if within 100 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13-61.c.3.c.	Location of existing & recorded streets intersecting the subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13-61.c.3.d.	Location of all existing easements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Graphic Requirements

13-61.c.4.a.	Scale shall not be less than 1 inch = 100 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13-61.c.4.b.	Sheets shall be 18" x 24" and numbered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13-61.c.4.c.	Drawn with waterproof ink on suitable material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13-61.c.4.d.	North arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13-61.c.4.e.	Relationship between sheets shall be depicted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13-61.c.4.f.	Lot dimensions in feet & decimals of 1/100; all bearings in degrees,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reference	Description	OK	No	Not Applicable	Comments
13-61.c.4.g.	minutes, & seconds Number & area of all lots and parcels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13-61.c.4.h.	All survey monuments, lot corners, block markers, and bench marks w/descriptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13-61.c.4.i.	Boundaries, purposes, and widths of easements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13-61.c.4.j.	Boundaries of parks, school sites or other public areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13-61.c.4.k.	All streets, their names, numbers, & R.O.W width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13-61.c.4.l.	Accurate outline of reserved areas for common use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13-61.c.4.m.	Accurate outline of reserved or dedicated public property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13-61.c.4.n.	Town signature approval block.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13-61.c.4.o.	Location of temporary cul- de-sacs & reversion statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13-61.c.4.p.	Outline of parent tracts shown with dashed lines, if more than one.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13-61.c.4.q.	Identification of all private streets indicating emergency vehicle ingress/egress easement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Other Information

13-61.c.5.a.	Signature line for Z.A. certifying the lots comply with the zoning ordinance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13-61.c.5.b.	Owner's Certificate certifying the land is being platted with their free consent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13-61.c.5.c.	Deed of dedication and/or easement of properties being conveyed to Town.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
13-61.c.5.d.	Adjoining property owner notifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Zoning Ordinance

Zoning Districts

5, 6, & 7	_____; use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5, 6, & 7	_____; standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5, 6, & 7	_____; additional standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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7.5.5	H-1; was historic district permit granted by BAR ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.5.8	H-1; was demolition permit granted by BAR ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.6.4	H-2; was certificate of approval granted by BAR ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.7.5	A-1; Is identified height within limits set by the Airport Safety Zone ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.7.6	A-1; permitted use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.7.10	Disclosure statement on plat for any parcel within Airport Noise Overlay District.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.7.11	No dwellings within Ldn 65.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.7.11.B.	Disclosure statement on plat for any parcel between 60 and 65 Ldn.				
7.7.11.C.	Disclosure statement on plat for any parcel within one mile of 60 Ldn.				
7.8.2	NAC; for land within 300 ft. of tollroad, bypass, Rt. 7, Rt. 15, & Battlefield Pkwy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Landscaping, Screening, & Open Space

12.2.4.C.2	Landscape bonds required for all PD districts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.2.4.D.	Conservation easements required at the discretion of the LDO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.10.2	Open space; minimum required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Design and Construction Standards Manual (DCSM)

Storm Drainage Easements

5-220.1.A.4	Storm sewer easements shall be a min. 15 ft. & a max. 30 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-420	Storm channel easements shall be a min. 15 ft. with a top width of the channel bank of 5 ft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-220.D	100-year overland relief easement shall be a min. width of the flow path.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5-220.E	Min. easement for water course shall be limits of 100-year water surface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reference	Description	OK	No	Not Applicable	Comments
<u>Dam Easements</u>					
5-520.4.G	Vehicular access easement for maintenance of the dam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Minimum Street Right-of-Way Widths</u>					
7-300.1	Minimum R.O.W. widths of streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Parking Court Requirements</u>					
7-370.1.A.	Ingress/egress easements shall be provided for parking courts serving more than one lot.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7-370.1.B.1	Easements shall note which lots have the right to use the parking court.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7-370.1.B.2	Easement must include right of access for publicly owned & emergency vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7-370.1.B.G.	Plat must include a statement acknowledging the private maintenance responsibility & guaranteeing public utility & emergency vehicle access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Sidewalks and Trails</u>					
7-720	Trails outside the R.O.W. shall have a min. 12 ft. easement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Monuments</u>					
10-200.1&2	2 monuments shall be placed within each block of a subdivision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
10-200.3	Lot corner pins shall be placed at all lot corners in the subdivision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Standard Forms of Legal Agreement</u>					
Appendix E	Dedication & Easement packages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Comments					